

**Health Commission  
City and County of San Francisco  
Resolution 21-11**

**SAN FRANCISCO HEALTH CARE FOR THE HOMELESS CO-APPLICANT BOARD (CAB)**

WHEREAS, the San Francisco Community Clinic Consortium (“SFCCC”) has applied for and received grant funding from the United States Department of Health and Human Services, Health Resources and Services Administration (“HRSA”) pursuant to Section 330(h) of the Public Health Service Act (“Section 330”) to operate one or more Health Center Projects for homeless and formerly homeless individuals and families located in San Francisco; and

WHEREAS, SFCCC has entered into a subrecipient agreement with the City and County of San Francisco (“City”), a municipal corporation, through its Department of Public Health (“DPH”), under which SFCCC awards a portion of the HRSA grant funds to support the planning for, and delivery of, services to individuals served by the City’s Health Care for the Homeless Program through neighborhood community clinics operated by DPH (“HCH Program”); and

WHEREAS, Section 330 and its implementing regulations require the City to establish an HCH Program governing board, consistent with the requirements of Section 330, and applicable implementing regulations and Health Center Program Requirements as set forth in the Health Center Program Compliance Manual (the “Compliance Manual”), to qualify as a health center for purposes of federal law; and

WHEREAS, Section 330 and the Compliance Manual allow public entities to create co-applicant boards that meet Section 330’s requirements; and

WHEREAS, City Charter Section 4.110 charges the Health Commission, together with the Department of Public Health, with the management and control of the hospitals of the City, emergency medical services, and general preservation, promotion and protection of the physical and mental health of inhabitants of the City, while Charter Section 4.102 sets forth the duties of City Commissions, including the requirement that Commissions deal with administrative matters solely through the department head or their designees; and

WHEREAS, City Charter Section 4.126 and Administrative Code Section 2A.30 charge the department head with responsibility for the administration of their department, and designates the department head as the “appointing officer” under the civil service provisions of the Charter for the appointing, disciplining and removal of department employees. The Director of Health is the department head of the Department of Public Health; and

WHEREAS, the Health Commission and the Director of Health (“Director”) desire to create a co-applicant board to provide oversight, as specifically set forth in Section II of the Co-applicant Agreement attached to this resolution, and Article III of the Bylaws attached to this resolution, of the Health Care for the Homeless services provided by the City, in accordance with the City Charter and Municipal Code, and the requirements of Section 330 and applicable implementing regulations and program requirements governing the HCH Program, to the extent such operations are funded by any Health Care for the Homeless grant and governed by Section 330, and the implementing regulations, and other HRSA program requirements applicable to such grants; now, therefore, be it

RESOLVED, that the Health Commission and the Director establish the San Francisco Health Care for the Homeless Co-Applicant Board (“CAB”) consisting of eleven voting members initially appointed by the Director and the Director’s designee, as an ex officio non-voting member, and be it

FURTHER RESOLVED, that the majority of members shall be individuals who are, have been, or will be served by the HCH Program ("Consumer Members"). Consumer Members shall have received at least one service in the past 24 months that generated a health center visit, where both the service and the site at which the service was received are included within the HCH Program's approved scope of project. The Consumer Members shall be representative of the geographical areas served by the HCH Program and, as a group, shall represent the HCH Program's user population in terms of demographic factors such as ethnicity, location of residence, race, gender, age, and economic status. DPH may request a waiver of the majority Consumer Member requirement and if DPH obtains such waiver, the CAB may modify the composition of its members to the extent authorized by the waiver, and be it

FURTHER RESOLVED, that the remainder of members shall be individuals who are representative of the community in which the HCH Program is located ("Non-Consumer Members"), that have a commitment to the populations that utilize the HCH Program and the special needs of those populations, and they shall possess expertise in community affairs, local government, finance and banking, legal affairs, trade unions, community service agencies, other commercial or industrial concerns, and/or social service agencies within the community. No more than one-half of these Non-Consumer Members may derive more than ten percent of their annual income from the health care industry, and be it

FURTHER RESOLVED, that the CAB adopt bylaws in substantially the same form as those attached to this resolution [Attachment 1]; and be it

FURTHER RESOLVED, that the Director enter into a Co-Applicant Board Agreement with the CAB when the CAB is seated and functioning, in substantially the same form as the one attached to this resolution [Attachment 2]; and be it

FURTHER RESOLVED, that Director shall report back to the Health Commission within 60 days on the establishment and membership of the CAB, adoption of bylaws, and the execution of a CAB Agreement. Thereafter, the Director shall provide regular reports on the operations of the CAB; and be it

FURTHER RESOLVED, that the CAB shall remain in existence for as long as required for the City to remain eligible for receipt of funding under Section 330 or any successor law that requires the existence of the CAB. If the City no longer receives such funding, this Resolution No. 21-11, requires the CAB to terminate unless the Health Commission and the Director of Health act to maintain the CAB.

I hereby certify that the San Francisco Health Commission at its \_\_\_\_\_, 2021 meeting adopted the foregoing resolution.

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Mark Morewitz, MSW  
Health Commission Executive Secretary